

# Provincial Events – Quick Start Guide

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Kevin Turner Nov 2015

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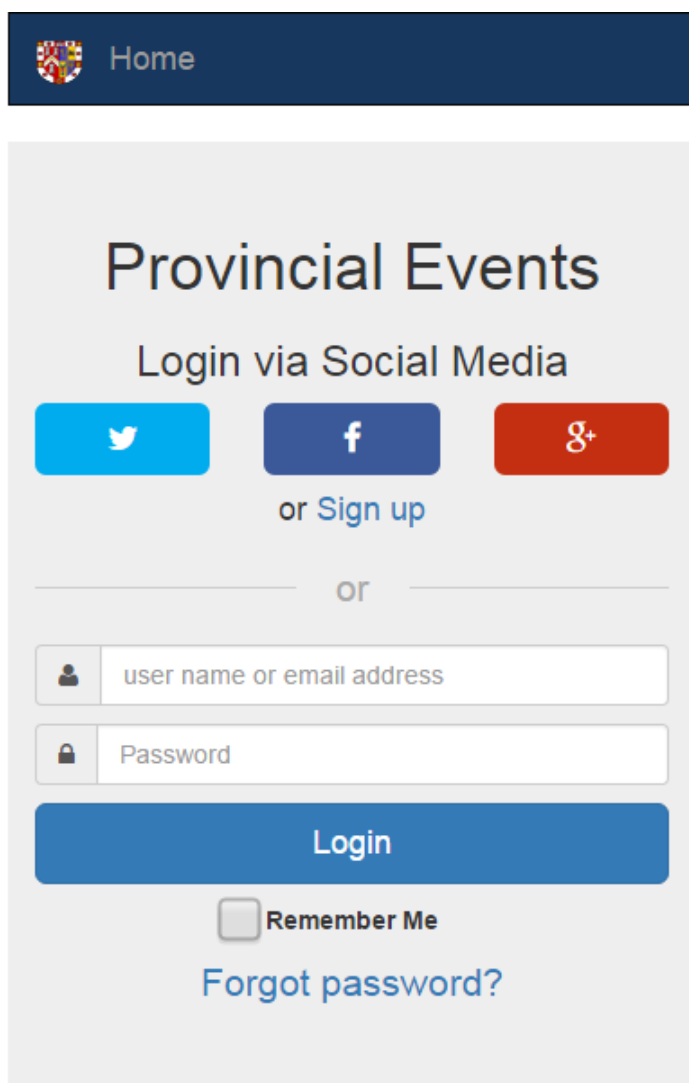
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## Registration

Before using the system you must register your details on the system. It can be accessed on your PC, Mac, tablet or smart phone by going to this address in a browser: <http://squareevents.org> or by following the link provided on the <http://www.hiowmasons.org/> website.

The screenshots here are from an iPhone 6.


The following screen will be displayed:



The screenshot shows the 'Provincial Events' login interface. At the top, there is a dark blue header bar with a crest icon and the word 'Home'. Below this, the title 'Provincial Events' is displayed in a large, dark font. Underneath the title, the text 'Login via Social Media' is shown. There are three colored buttons for social media login: a blue Twitter button, a dark blue Facebook button, and a red Google+ button. Below these buttons is the text 'or Sign up' in blue. A horizontal line with the word 'or' in the center separates the social media login options from the manual login fields. The manual login section includes two input fields: one for 'user name or email address' and another for 'Password'. Below these fields is a large blue 'Login' button. Under the 'Login' button is a checkbox labeled 'Remember Me'. At the bottom of the login section is a blue link that says 'Forgot password?'.

If you use Social Media regularly, you may find it convenient to register with your Twitter, Facebook or Google account simply by clicking the relevant button and following the instructions. This is known as using a “Social Media passport”. Alternatively you can register manually by clicking “**Sign up**”.

The following screen is then shown. You must complete all the fields whose label is flagged with an asterisk. Some fields will be already filled in if you have used a Social Media passport. There may be additional fields not shown below but they will be self-explanatory.

 Home

## Create an account

Items marked with \* are mandatory

**\* Full name**

**\* User name (for logging in)**

**\* Surname**

**\* First name**

**Contact number**

**\* Lodge name**

**\* Lodge number**

**Rank**

**Dietary requirements**

**\* Email address**

**Re-enter your email address**

**\* Choose a password**

**Re-enter your password**

Create Account

*The user name and password field(s) are only shown if you are signing up manually (as opposed to using your Social Media passport). When all the required fields are complete, you can click or tap the “Create Account” button. Assuming no errors occur, you will then be logged in.*

Subsequent access to the system can be obtained by clicking the same social media button that you used to register or, if you signed up manually, by using the user name and password you specified at the time. Non-Social Media users may also use the “Remember me” option to prevent having to key your details in each time.

## Booking in

The home screen is presented when you first log in. You can also access it by clicking/tapping the “Book in” text in the top left hand corner. Clicking the provincial logo will take you to the provincial web site. On this screen you will see a list of events that are available.



Tap an event to book in

### South Central Area Dine-A-Friend

Tue, Sep 29, 2015 at 18:35:00

Brook House Masonic Centre, Brook  
Lane, Botley SO30 2ER

Contact: Sean Jordan

### Provincial VO Mess

Fri, Oct 30, 2015 at 18:30:00

Novatel Hotel, West Quay Road,  
Southampton, Hampshire SO15 1RA

Contact: Sean Jordan

### Provincial AGM



Thu, Jul 07, 2016 at 17:00:00

Novatel Hotel, West Quay Road,  
Southampton, Hampshire SO15 1RA

Contact: Kevin Turner

Simply tap or click an event to book in. The following screen is displayed:

## Provincial Events

 Book In 

### Booking for Provincial VO Mess

Fri, Oct 30, 2015 at 18:30:00

Novatel Hotel, West Quay Road, Southampton,  
Hampshire SO15 1RA

Price per place: £19.47

Places remaining: 249

Organiser: Sean Jordan (seanjordan2010@live.com)

**HINT: CHECK YOUR EMAIL  
SPAM FOLDER!**

Items marked with \* are mandatory

**Cost**

**Amount paid**

☐ Fully paid?

**\* Full name**

**\* Surname**

**\* Lodge name**

**\* Lodge number**

**Rank**

**Dietary requirements**

**\* Email address**

**Re-enter your email address**

**Any additional info**

**\* Places**

**Book now**

Simply fill in your details (some will filled in automatically) and click “Book now”.

Pay careful attention to the HINT. ***You will receive email confirmation of your booking with details on how to pay, and when you have to pay by.*** If you cannot find the email, check your email Spam/Junk folder, and whitelist the email address for the future.

If you need to book other people in as well as yourself, change the “Places” field to match the number of people required. Some events, like “Dine-a-friend”, will require you to enter a minimum of two people.

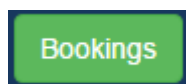
## Managing your bookings

On small screens there is a menu button in the top right hand corner:



On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on



And you will get a list of your bookings:



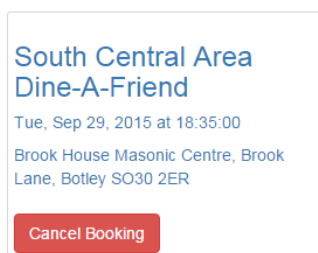
### My Bookings

filter (hint: 'paid'/'unpaid'/'late' will work)

Filter bookings

Download bookings

Tap a booking to edit



Here I only have one booking, but you may have several. You can narrow down the list by keying in filter information (event name, venue etc) or by using special values like “paid” for a list of events you have paid for, “unpaid” for the reverse, “late” for events you are late in paying for.

You can edit your booking by clicking/tapping on it.

You can cancel your booking by clicking “Cancel Booking”.

**NOTE: Unless you are an administrator, you cannot change or cancel bookings that have been flagged as paid.**

## Managing your profile

On small screens there is a menu button in the top right hand corner:



On bigger screens the menu is already visible.

This toggles the menu (visible/invisible) and from here you can see the options that are available to you. Click on

Profile

This will take you to the same page that you saw when you registered. Here you can edit and save your profile details (i.e. you registered information).